

THIRD CIRCUIT COURT OF APPEALS

CM/ECF User Manual

Last Update June 5, 2009

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You can receive help by sending an email to the ECF help desk at ecf_helpdesk@ca3.uscourts.gov or by contacting the ECF help desk during the hours of 9am - 4pm at 267-299-4970.

Glossary of Terms

Electronic Case Filing (ECF) - The system used by a public user to file electronic documents with the Court.

Electronic Filing - The process of uploading a document from the filer's computer using the Court's Internet-based Case Management/Electronic Case Filing System (CM/ECF) to file a document in a case. The CM/ECF System accepts documents in Portable Document Format (PDF) only.

Event - A transaction used to create a docket entry in a case.

Event Category - A list used to describe the types of filings, which corresponds with the phases of an appeal or a specialized group of filings within each category.

Event List - A list of the specific types of filings within each category.

Notice of Docket Activity (NDA) - An e-mail message containing a hyperlink to the document being filed through the ECF system. A Notice of Docket Activity is produced by the system at the time a document is filed and sets forth the attorneys or parties receiving notice/service. It is the equivalent of the Notice of Electronic filing (NEF) in Bankruptcy and District Court ECF systems. This NDA will verify how service was made (i.e. e-mail, US Postal Mail, Fax, etc.), however, it is not to be substituted for a certificate of service.

PACER - (Public Access to Court Electronic Records) An electronic system that allows the user to view, print, and download electronically maintained docket information and court documents from the federal courts over the Internet.

PDF - (Portable Document Format) A document created by word processing or scanning which must be converted to PDF to be filed through the system.

Public Filer - An individual who has a login and password to file documents electronically using the Court's CM/ECF system.

Relief - An additional portion of an event transaction used to create a docket entry in a case, which further describes the transaction. N.B. Not all events will have a relief.

Relief Category - A general topic, which include reliefs that may be selected for filing.

Relief List - A list which allows you to further define the proper event being used.

CM/ECF Helpful Hints and Information

- ◆ Attorneys who are members in good standing of the Third Circuit Bar should register as a public filer of the Court's CM/ECF System by following these steps:
 - a. Register with PACER for a PACER Account: If you or your law firm has not previously obtained a PACER account, you must obtain a PACER account via [PACER Service Center](#).
 - b. Register with PACER for Appellate Filer Account: An ECF Filer account is required to file documents through CM/ECF. Register for an appellate filer account at [PACER Service Center](#) Appellate ECF Filer Registration.
- ◆ Pro Se litigants generally do not file documents electronically. However, a pro se litigant who is a party in a case before the Court may file documents electronically in that case. The pro se litigant should register with PACER as a pro se Appellate Filer.
- ◆ Sealed Documents: Sealed documents should be filed electronically using an event preceded by "**SEALED**" (e.g. Sealed Motion). When a sealed event is chosen, the document will not appear on the docket report. If you fail to use the event preceded by "**SEALED**", the document will be available to any PACER registered user.
- ◆ Signatures: Your appellate ECF filer login and password constitute your official signature on all documents filed using your assigned login and password in the CM/ECF System. In addition, the name of the Public Filer under whose login and password is used to file the document must be preceded by a "s/ " and typed in the space where the signature would otherwise appear. (e.g., s/ John Doe) Documents which require multiple signatures may be filed by submitting a scanned version containing all signatures.
- ◆ Public filers are required to attach a document to each event docketed. All documents that are attached to an event must be in PDF format. You may convert a document into a PDF format by using Word or WordPerfect, or you can scan the document and save it as a PDF file.
- ◆ The maximum file size for a document filed on the CM/ECF System is 3.5 MB. N.B. Multiple documents can be attached to an individual event, however, the total file size cannot exceed 15 MB.
- ◆ In accordance with Fed. R. App. P. 25(a) (5) public access to electronic documents in social security or immigration cases is limited to the Court's orders, opinions and judgments.
- ◆ The examples in this manual are applicable to all events and reliefs.
- ◆ When a party is common to all cases you need only to select the party(ies) in one case, and

then click the “All Cases” button.

Getting Started

Once you enter the Third Circuit CM/ECF website, select the Login option.

1. Click the hyperlink for the CM/ECF Document Filing System.



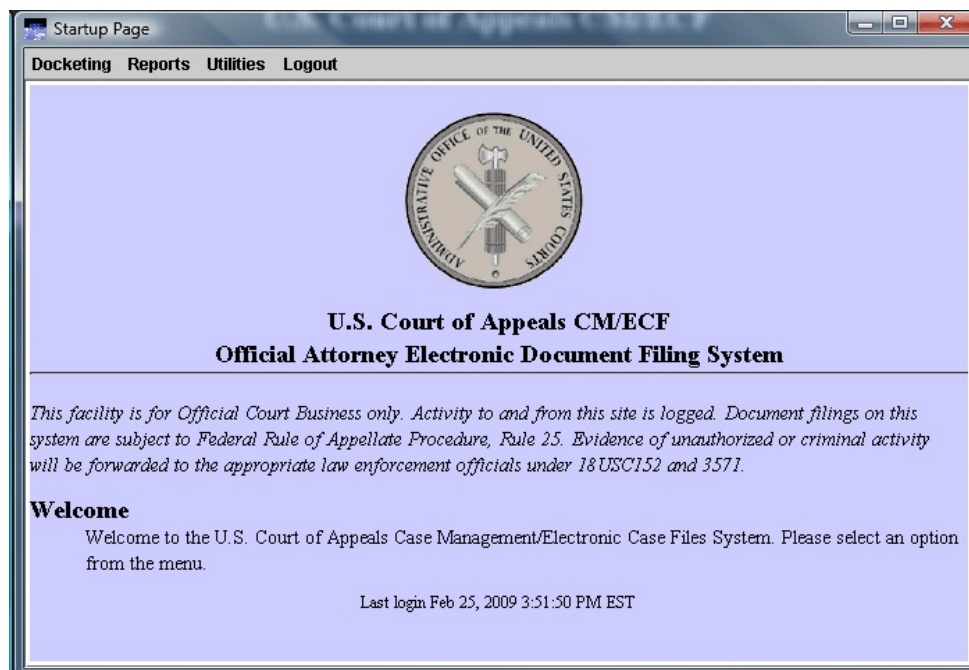
2. The CM/ECF login screen will appear.
3. Enter your ECF User login.
Note: Your login and password are case sensitive.
4. Enter your ECF password.
5. Client Code is optional.
6. Click **Login**.

The screenshot shows a web browser window titled "Login - Internet Explorer provided by Dell". The address bar displays the URL "https://ecf.ca3.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login". The browser's toolbar includes a search bar with "Google", a "Go" button, and various utility buttons like "Bookmarks", "Check", "AutoLink", "AutoFill", "Send to", "Settings", and "Tools".

The main content area has a yellow background and is titled "Appellate CM/ECF Login" in blue. Below the title is a "Notice" section with the following text: "This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Client Code is optional. It is only used if you already have automatic login to PACER set up. For information, click [here](#)." Below the notice is an "Authentication" box containing three input fields: "Login:", "Password:", and "Client Code:". Below these fields are two buttons: "Login" and "Clear".

At the bottom of the page, there is a disclaimer: "CMECF has been tested successfully using Firefox 3.0, and Internet Explorer 6 and 7, as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Sun Java Plug-In version 1.6." The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and a zoom level of "100%".

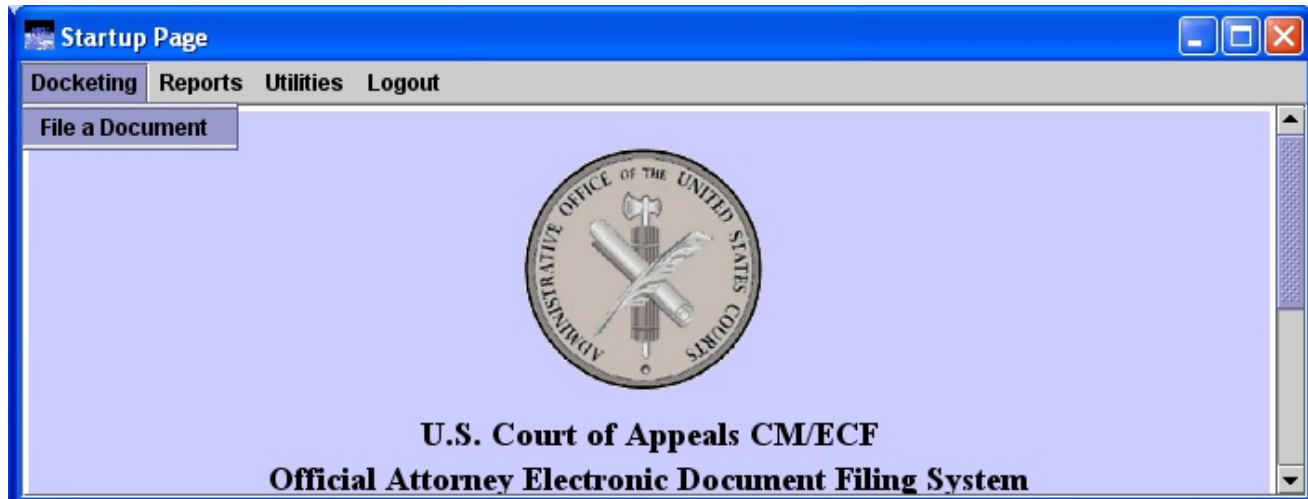
7. A browser window will appear. This window should remain open in the background at all times. The large CM/ECF button initially appears in the box with an orange Java logo. Wait until the logo disappears and the button, which contains the text CM/ECF and the Startup Page window should appear in the foreground. Depending on the settings of your machine, the Startup Page may not appear in the foreground. If not, please check your task bar at the bottom of the screen for the Startup Page.



Toolbar Options

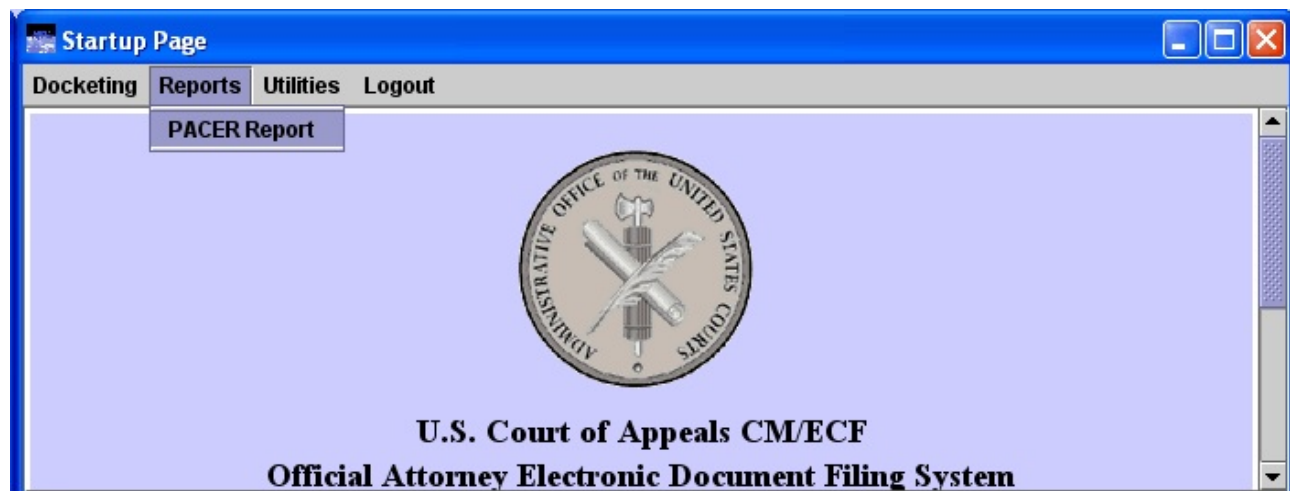
Docketing

- ◆ After logging into the CM/ECF system, the main screen will appear with the tool bar at the top left-hand side. To file a document with the Court, click ***Docketing*** and click ***File a Document***.



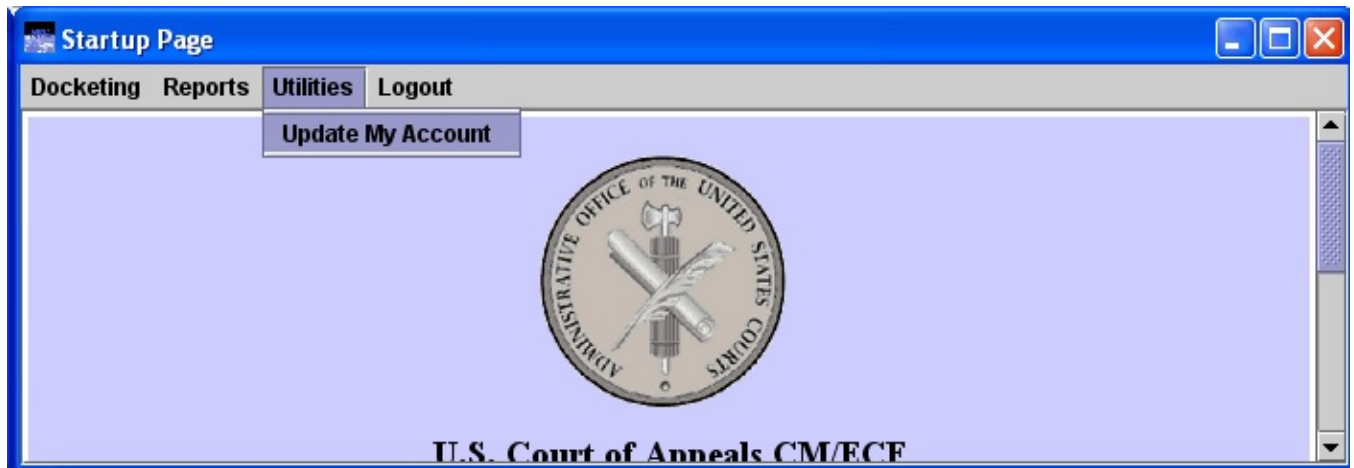
Reports

- ◆ You can access a docket report via PACER by selecting the ***Reports-PACER Report*** option on the CM/ECF toolbar. This option links you directly to the [PACER Service Center Home](#).



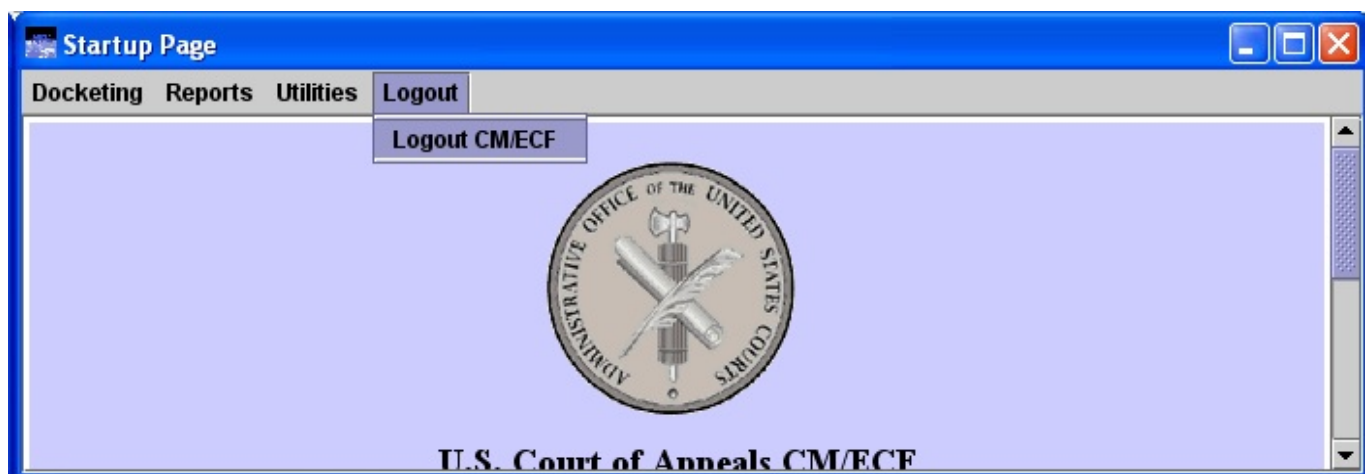
Utilities

- ◆ You can manage your account by selecting the **Utilities - Update My Account** option from the CM/ECF toolbar. You are able to update account information, such as your email address, telephone number, etc.



Logout

- ◆ When you have finished filing your document, choose **Logout** from the menu and **Logout CM/ECF** to exit the system.



CM/ECF System Navigating Tips

- ★ Press the TAB key on your keyboard to move to the next field.
- ★ You can navigate between screens by clicking the ***Back*** and ***Continue*** buttons.
- ★ If you wish to discontinue a transaction, you can click ***Cancel*** button.
- ★ The “***All Cases***” button can be used when selecting a party or filing a document to multiple cases.

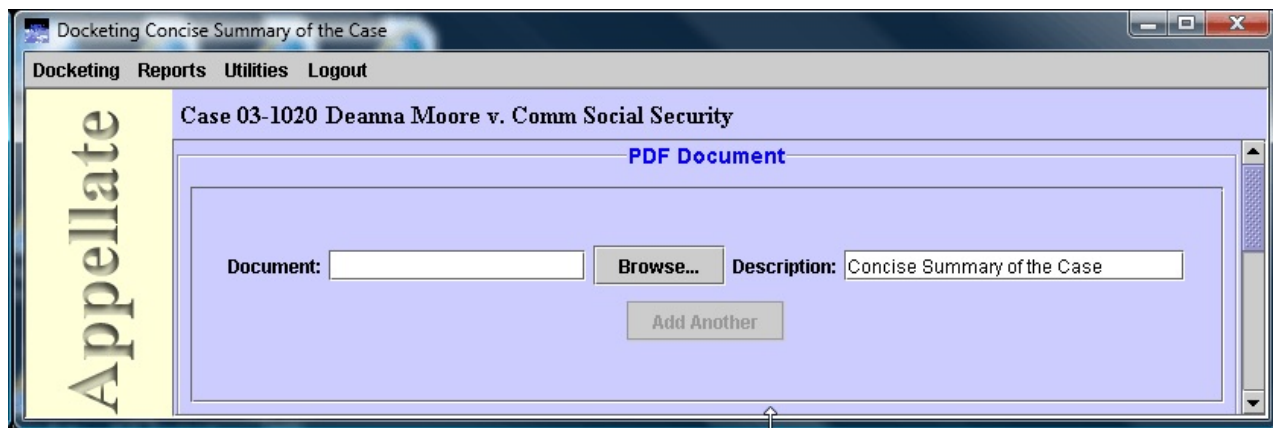
General Information on How to File a Document

1. Select **Docketing** and click **File a Document**.
2. Enter the 6 digit appellate case number (e.g. YY-NNNN).
3. Check to ensure that the correct case number and short title appear at the top left of the screen and in the **Case Selection** box.
4. Select the appropriate [Event Category](#) in the left-hand box.
5. Select the type of document you want to file from the Event list in the right-hand box.
6. All associated cases will appear in the **Case Selection** box. (i.e. cross appeals and related cases) If your document should be filed in the case numbers that appear in the case selection box, please check the box for the associated case or the **"All"** button.
7. Click **Continue**.

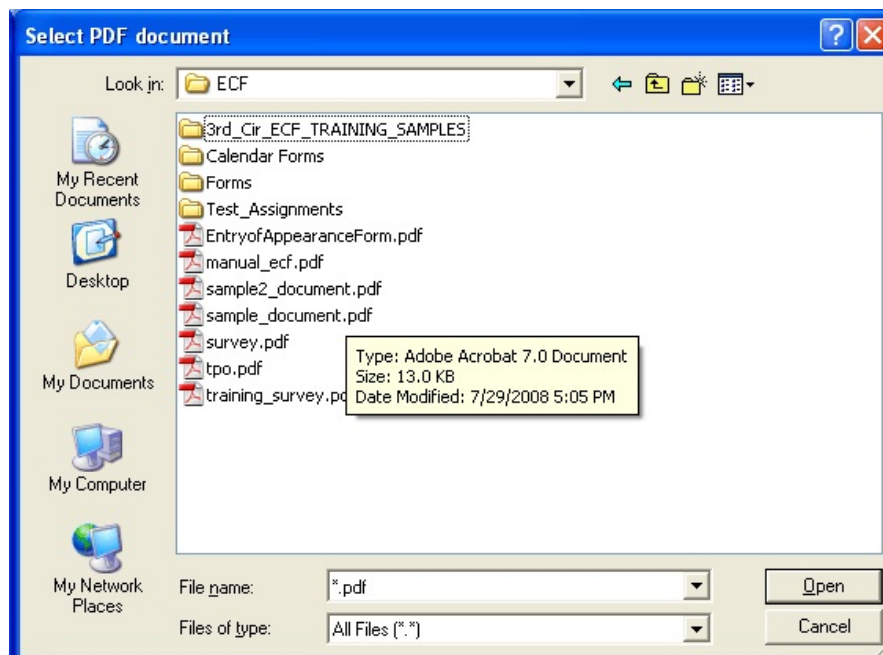
The screenshot shows a web application window titled "Docketing Concise Summary of the Case". The main heading is "File a Document". On the left, a vertical yellow bar contains the text "CM/ECF Appellate". The interface includes a "Case:" field with the value "03-1020" and a prompt "Enter case number as yy-nnnn (e.g., 05-2475)". Below this is a "Filed Date:" field with the value "06/05/2009". There are two main selection areas: "Select a Category" on the left and "Select One" on the right. The "Select a Category" list includes options like "Case Opening", "Filings under Criminal Justice Act(C)", "Court Reporter Documents", "Motions, Responses & Replies", "Briefing Documents", "Argument Notices & Acknowledgm", "Rehearing Petitions", "Bill of Costs & Objections", "Sealed", "Letters to the Court", and "Withdraw Case or Document(s)". The "Select One" area includes options like "Appearance Form", "Concise Summary of the Case" (which is selected), "Corporate Disclosure Form", "Docketing/Information Statement", "Party/Attorney Not Participating Received", and "Transcript Purchase Order Form". Below these is a section titled "Check boxes for each additional case in which this document should be filed." containing a "Case Selection" box with the entry "03-1020 Deanna Moore v. Comm Social Security (Target Case)". At the bottom, there are buttons for "All", "Clear All", and "Continue", along with a status line "Total: 0 Selected: 0".

8. Attach a document by clicking the **Browse** button and navigating to where the document is saved on your computer.

9. The **Description** field will be pre-filled with the name of the document that you are filing.



10. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size, or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 3.5 MB.
11. Click **Open**, which will attach the document to the event.



12. If you wish to attach another document click **Add Another**, and repeat the instructions above. You must include a description for any additional document. The maximum file size for

each document attached to one event is 3.5 MB. The maximum file size for all documents attached to an event is 15 MB. (e. g. Exhibits)

13. Select the party(ies) filing the document. In some events, only the party(ies) that are represented by the ECF user, who is logged in, will appear under “**Party Filer.**”
14. Select the drop-down to indicate if this is an amended document. If this is not an amended document, leave the drop-down at the blank field.
15. Click **Continue** to navigate to the next screen.

CM/ECF Appellate

Docketing Concise Summary of the Case

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

PDF Document

Document: **Browse...** Description:

Document: **Browse...** Description:

Add Another

Party Filer

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Moore, Deanna	Appellant-Plaintiff	03-1020	Deanna Moore v. C...
<input type="checkbox"/>	Comm Social Security	Appellee-Defendant	03-1020	Deanna Moore v. C...

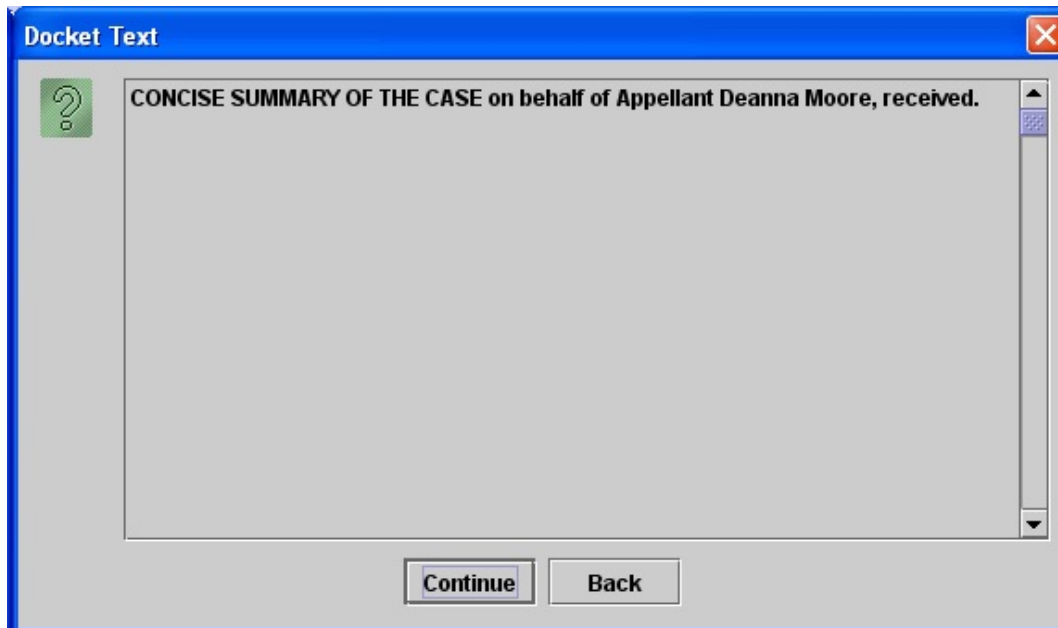
Display All Parties All Cases Select All Clear All

Additional Information

Is this an amended document

Continue Back Cancel

16. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the **Back** button or cancel (X) the filing and start over. Click the **Continue** button to move to the next screen if the text is correct.



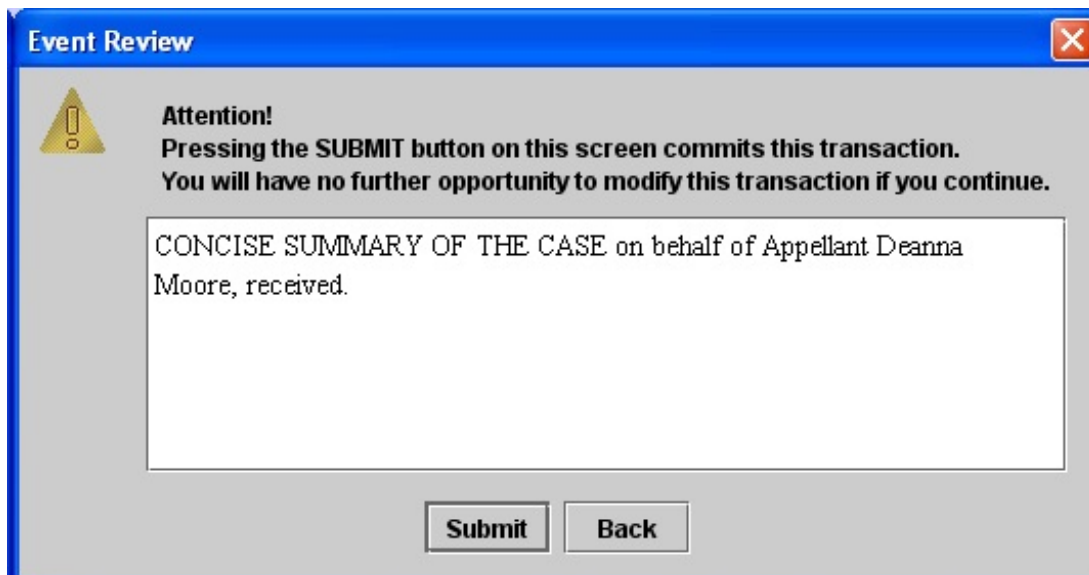
Docket Text

?

CONCISE SUMMARY OF THE CASE on behalf of Appellant Deanna Moore, received.

Continue Back

17. This is your last opportunity to review the text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button. If correct, select **Submit** to file the document on the docket report.



Event Review

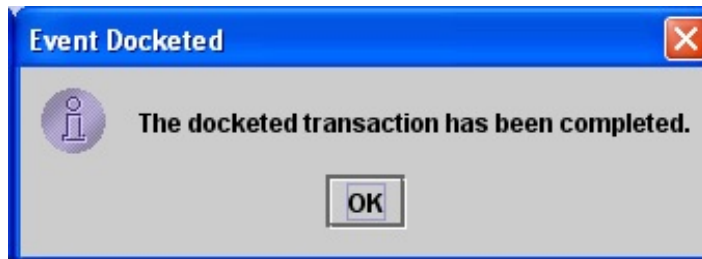
!

Attention!
Pressing the SUBMIT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.

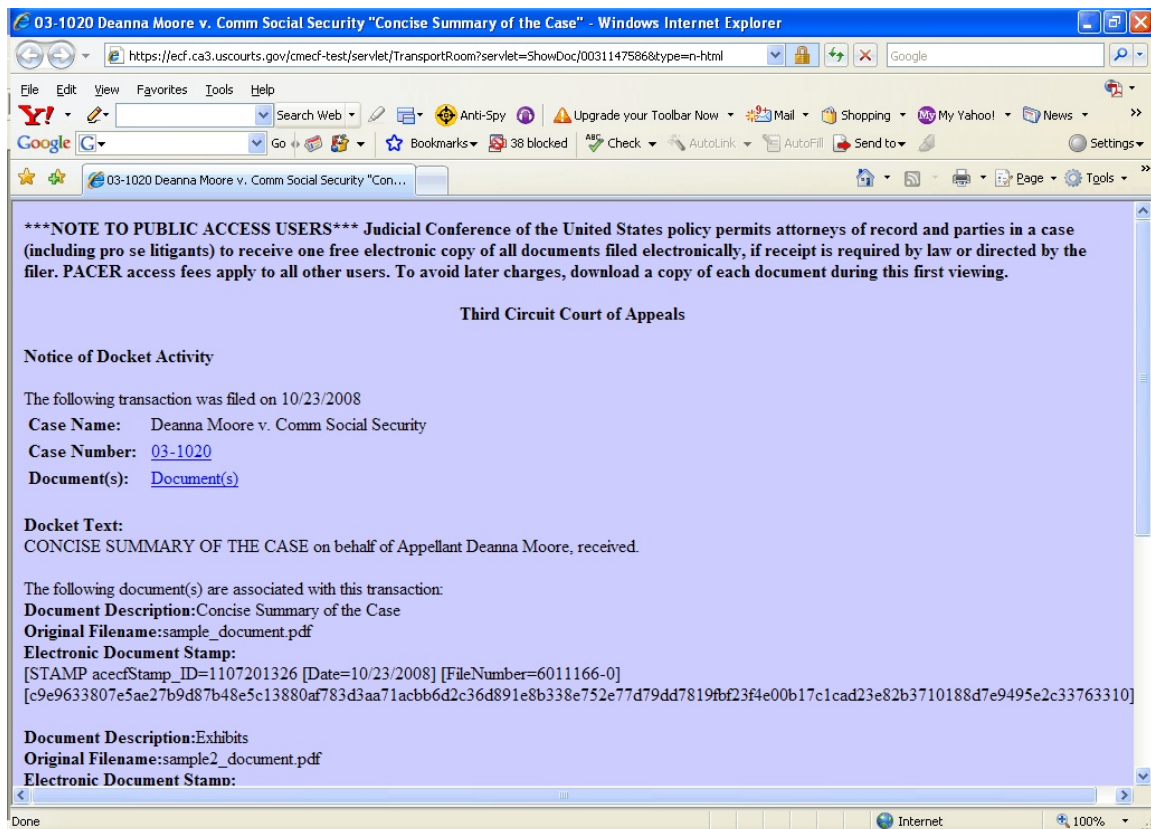
CONCISE SUMMARY OF THE CASE on behalf of Appellant Deanna Moore, received.

Submit Back

18. The pop-up below confirms that the event has been docketed on our Court's docket report. Click **OK** to return to the CM/ECF Main Page.



19. The Notice of Docket Activity (NDA) will launch after you complete your filing. It is good practice to save or print the NDA as proof of filing. If you do not receive an NDA, check PACER to see if the filing is reflected on the docket. Also, check to make sure you are allowing pop-ups to appear on your computer from the CM/ECF application.
- The hyperlink with the case number allows you to open the Docket Report.
 - The hyperlink titled "Document(s)" allows you to open the document filed.
 - The docket text appears as it does on the docket report.
 - The recipients will be identified by the type of service.



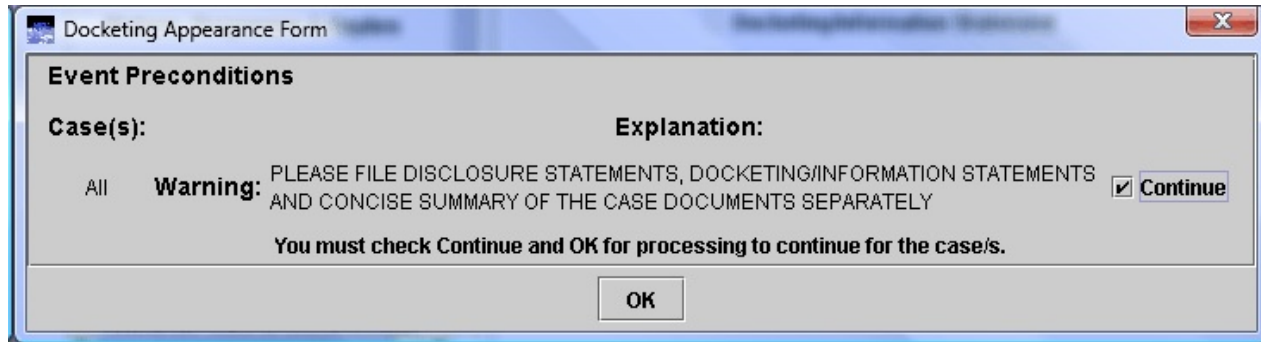
How to File an Appearance Form

1. Select the Event Category **Case Opening** from the left-hand box.
2. Select the Appearance Form Event from the right-hand box.
3. All associated cases will appear in the **Case Selection** box. (i.e. cross appeals and related cases) If your document should not be filed in the case numbers that appear in the **Case Selection** box, please uncheck the box for the associated case or the **“Clear All”** button.
4. Click **Continue**.

The screenshot shows a web application window titled "Docketing Appearance Form". The interface has a light blue background. On the left, there is a vertical yellow bar with the text "CM/ECF Appellate" in black. The main content area is titled "File a Document" and contains the following elements:

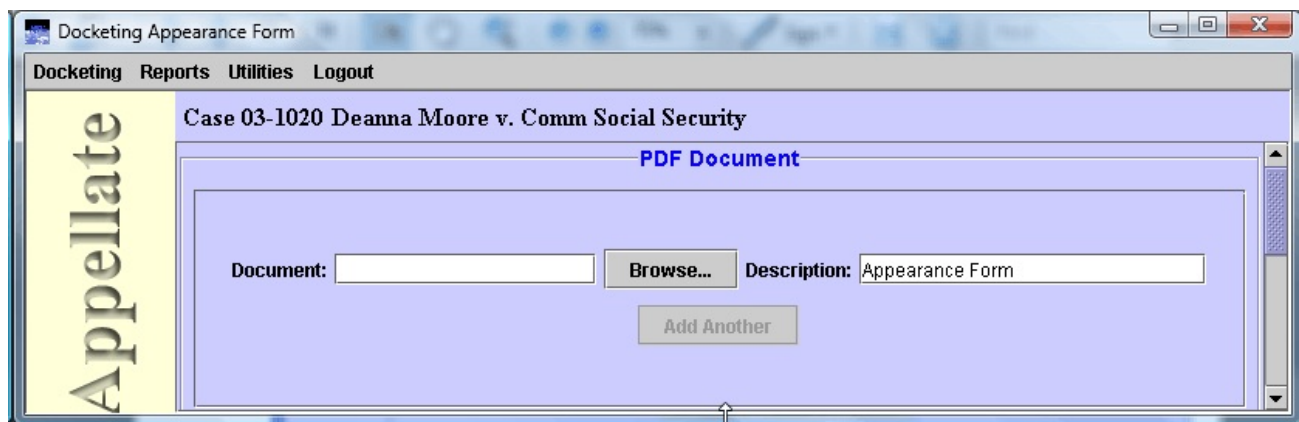
- A header bar with "Case 03-1020 Deanna Moore v. Comm Social Security".
- A "Case:" field with the value "03-1020" and a prompt "Enter case number as yy-nnnn (e.g., 05-2475)".
- A "Filed Date:" field with the value "06/05/2009".
- A "Select a Category" section on the left with a list of radio buttons:
 - ☒ Case Opening
 - ☐ Filings under Criminal Justice Act(C
 - ☐ Court Reporter Documents
 - ☐ Motions, Responses & Replies
 - ☐ Briefing Documents
 - ☐ Argument Notices & Acknowledgm
 - ☐ Rehearing Petitions
 - ☐ Bill of Costs & Objections
 - ☐ Sealed
 - ☐ Letters to the Court
 - ☐ Withdraw Case or Document(s)
- A "Select One" section on the right with a list of radio buttons:
 - ☒ Appearance Form
 - ☐ Concise Summary of the Case
 - ☐ Corporate Disclosure Form
 - ☐ Docketing/Information Statement
 - ☐ Party/Attorney Not Participating Received
 - ☐ Transcript Purchase Order Form
- A "Check boxes for each additional case in which this document should be filed." section with a "Case Selection" header and a list of cases:
 - ☒ 03-1020 Deanna Moore v. Comm Social Security (Target Case)
- A "Total: 0 Selected: 0" status line.
- Buttons for "All", "Clear All", and "Continue".

5. You will receive a warning box to remind you that any other case opening forms should be filed separately. Check the box next to ***Continue*** and then click ***OK*** to proceed to the next screen.



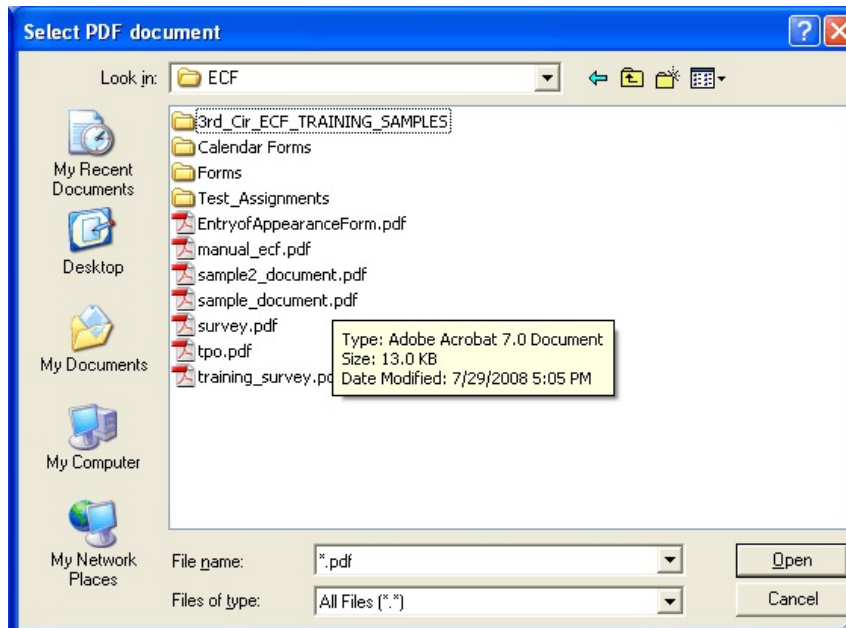
The image shows a dialog box titled "Docketing Appearance Form". It has a section titled "Event Preconditions". Below this, there are two columns: "Case(s):" and "Explanation:". Under "Case(s):", there is a row with "All" and a "Warning:" label. The "Warning:" text says "PLEASE FILE DISCLOSURE STATEMENTS, DOCKETING/INFORMATION STATEMENTS AND CONCISE SUMMARY OF THE CASE DOCUMENTS SEPARATELY". To the right of this text is a checked checkbox and a "Continue" button. Below the warning text, it says "You must check Continue and OK for processing to continue for the case/s.". At the bottom center of the dialog is an "OK" button.

6. Attach your appearance form by clicking on the ***Browse*** button.



The image shows the main interface of the "Docketing Appearance Form" application. The title bar says "Docketing Appearance Form". Below the title bar is a menu bar with "Docketing", "Reports", "Utilities", and "Logout". On the left side, there is a vertical yellow bar with the word "Appellate" written vertically. The main area has a header "Case 03-1020 Deanna Moore v. Comm Social Security". Below this is a section titled "PDF Document". Inside this section, there is a "Document:" label followed by a text input field, a "Browse..." button, a "Description:" label followed by a text input field containing "Appearance Form", and an "Add Another" button at the bottom.

7. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 3.5 MB.
8. Click **Open**, which will attach the document to the event.



9. Type in the party(ies) that you will be representing.
example 1: John Doe
example 2: John Doe and Jane Doe
example 3: John Doe, Jane Doe and ABC Corporation
10. From the drop-down list, please select the role of the party(ies) that you are representing.
11. Type in the attorney's name as it appears on the appearance form.
N.B.: If you want "Esq." to appear at the end of the attorney's name, please include it in the text box.
12. Click ***Continue*** to navigate to the next screen.

Docketing Appearance Form

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

PDF Document

Document: e Documents\appearance.pdf Browse... Description: Appearance Form

Add Another

Additional Information

Enter Names of all Parties represented

Deanna Moore

Additional Information

Role of Parties in this Court

Appellant(s)

Please Select

Appellant(s)

Appellee(s)

Petitioner(s)

Respondent(s)

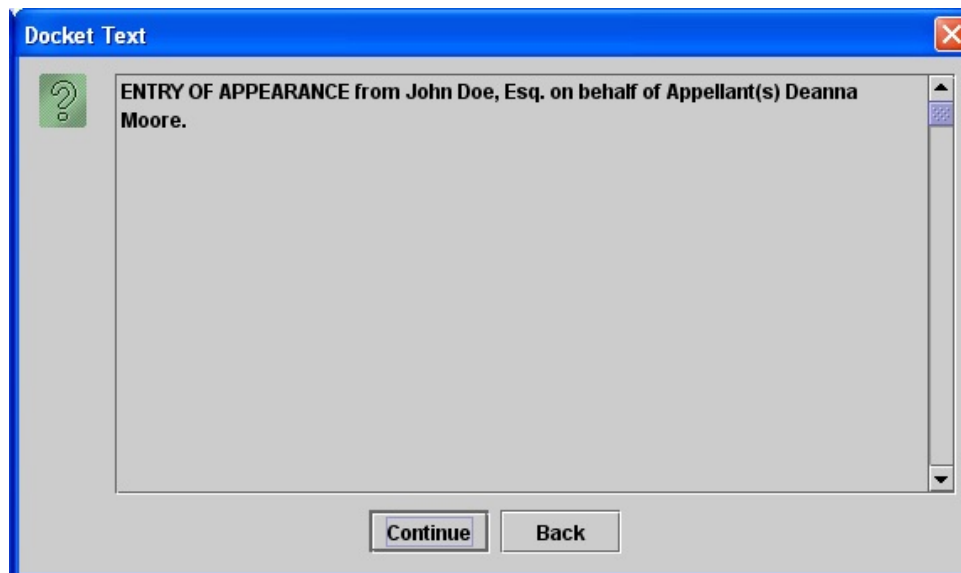
Intervenor(s)

Amicus Curiae

John Doe, Esq.

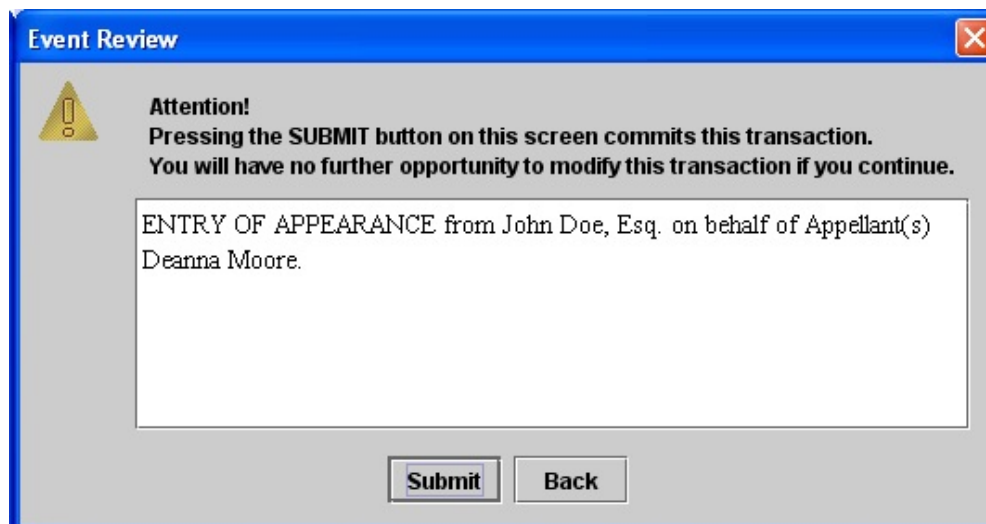
Continue Cancel

13. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the **Back** button or cancel (X) the filing and start over. Click the **Continue** button to move to the next screen if the text is correct.



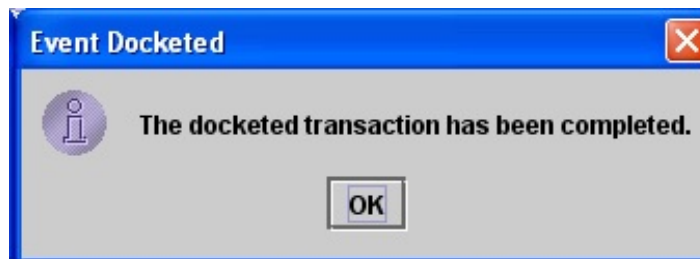
The screenshot shows a window titled "Docket Text" with a blue header bar and a red close button. On the left, there is a green question mark icon. The main area contains the text "ENTRY OF APPEARANCE from John Doe, Esq. on behalf of Appellant(s) Deanna Moore." Below the text is a large, empty rectangular box. At the bottom, there are two buttons: "Continue" and "Back".

14. This is your last opportunity to review the text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button. If correct, select **Submit** to file the Appearance Form.



The screenshot shows a window titled "Event Review" with a blue header bar and a red close button. On the left, there is a yellow warning triangle icon. To the right of the icon, the text reads: "Attention! Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Below this text is a rectangular box containing the text "ENTRY OF APPEARANCE from John Doe, Esq. on behalf of Appellant(s) Deanna Moore." At the bottom, there are two buttons: "Submit" and "Back".

15. The transaction below confirms that the event has been docketed on our Court's docket report. Click **OK** to receive your NDA (see screen-shot on page 15). You should return to the CM/ECF Main Page.



How to file a Motion

(Example: Motion for extension of time to file a brief and appendix.)

1. Select the ***Motions, Responses & Replies*** Event Category from the box on the left-hand and the ***Motion(s)*** event from the box on the right-hand .
2. All associated cases will appear in the ***Case Selection*** box. (i.e. cross appeals and related cases) If your document should not be filed in the case numbers that appear in the ***Case Selection*** box, please check the box for the associated case or click the ***“All”*** button.
3. Click ***Continue***.

The screenshot shows a web application window titled "Docketing Motion(s)". The main heading is "File a Document". Below this, the "Case:" field contains "03-1020" with a link to "Enter case number as yy-mmnn (e.g., 05-2475)". The "Filed Date:" is "06/05/2009".

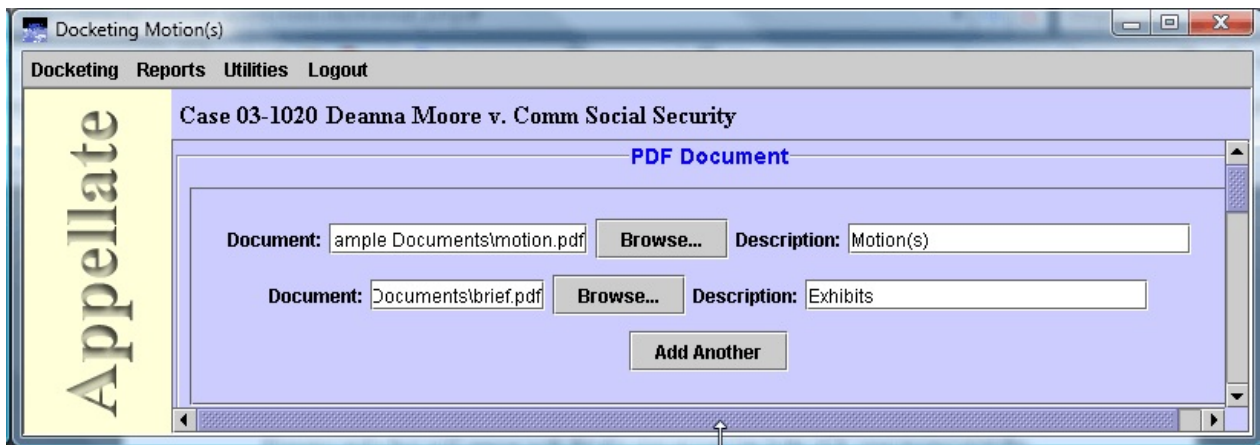
On the left, a vertical yellow bar contains the text "CM/ECF Appellate". Below it, a list of categories is shown with radio buttons. "Motions, Responses & Replies" is selected.

On the right, a list of document types is shown with radio buttons. "Motion(s)" is selected.

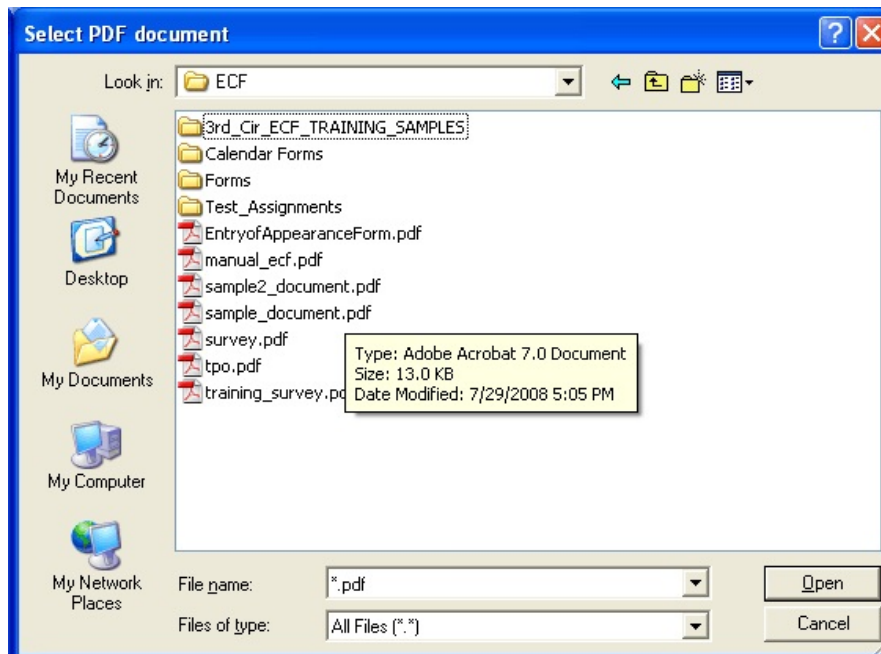
Below these lists, a section titled "Check boxes for each additional case in which this document should be filed." contains a "Case Selection" box. Inside this box, the case "03-1020 Deanna Moore v. Comm Social Security (Target Case)" is listed with a selected radio button.

At the bottom, there are buttons for "All", "Clear All", and "Continue". A status line indicates "Total: 0 Selected: 0".

4. Attach your motion by clicking on the **Browse** button.



5. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 3.5 MB. The maximum file size for all documents attached to an event is 15 MB.
6. Click **Open** to attach the document to the event.
7. If you wish to add another document, click **Add Another** and repeat directions at 5 & 6. You must include a description for any additional document(s) attached. (e.g.: exhibits).



8. Select the Party(ies) filing the document.

CM/ECF Appellate

Docketing Motion(s)

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

Document: ample Documents\smotion.pdf Browse... Description: Motion(s)

Add Another

Party Filer

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Moore, Deanna	Appellant-Plaintiff	03-1020	Deanna Moore v. C...
<input type="checkbox"/> Comm Social Security	Appellee-Defendant	03-1020	Deanna Moore v. C...

Display All Parties All Cases Select All Clear All

9. Choose the appropriate relief category and description from the drop-down menus. For this example the **Briefing** category is selected and the relief description is **Extension of Time**. Click **Apply**.
10. Your selection will appear in the box below. If your document includes an additional relief, please repeat directions at 9.
11. Click **Continue** when all of your reliefs have populated the bottom box.

CM/ECF Appellate

Docketing Motion(s)

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

Add Another

Party Filer

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Moore, Deanna	Appellant-Plaintiff	03-1020	Deanna Moore v. C...
<input type="checkbox"/> Comm Social Security	Appellee-Defendant	03-1020	Deanna Moore v. C...

Display All Parties All Cases Select All Clear All

Relief

Category: (all reliefs) Description: Apply

Selected Reliefs

Entry	Cases
Extension of Time	03-1020

Up Down Remove Clear All

Total: 1

Continue Back Cancel

12. Enter the Service date of the filing. **N.B.** This date should be the same date on your certificate of service. (Tip – “Right Click” in the **Service Date** field then click on **Select Date from Calendar** to generate a calendar from which you can choose the appropriate date.)
13. In the 1st text box for **Additional Information**, please select if this is an **Amended, Corrected, Supplemental, or Joint** document.
14. In the 2nd text box for **Additional Information**, please type in the name of the document for which you are requesting an extension (e.g. brief and appendix).
15. In the 3rd text box for **Additional Information**, please type in the number of days you request for an extension **or** you may enter a specific date for the extension. (e.g. 30 days or 8/8/08).
16. Click **Continue** to navigate to the next screen.

Docketing Motion(s)

Docketing Reports Utilities Logout

CM/ECF Appellate

Case 03-1020 Deanna Moore v. Comm Social Security

Service

Service Date: 02/27/2009

Additional Information

Modifier

Motion Filed ECF/-/extension time ecf

Additional Information

Extension of time to file which document? (e.g. transcripts, brief & appendix)

brief & appendix

Additional Information

How many days or specify a date for extension? (e.g. 30 days or 8/8/08)

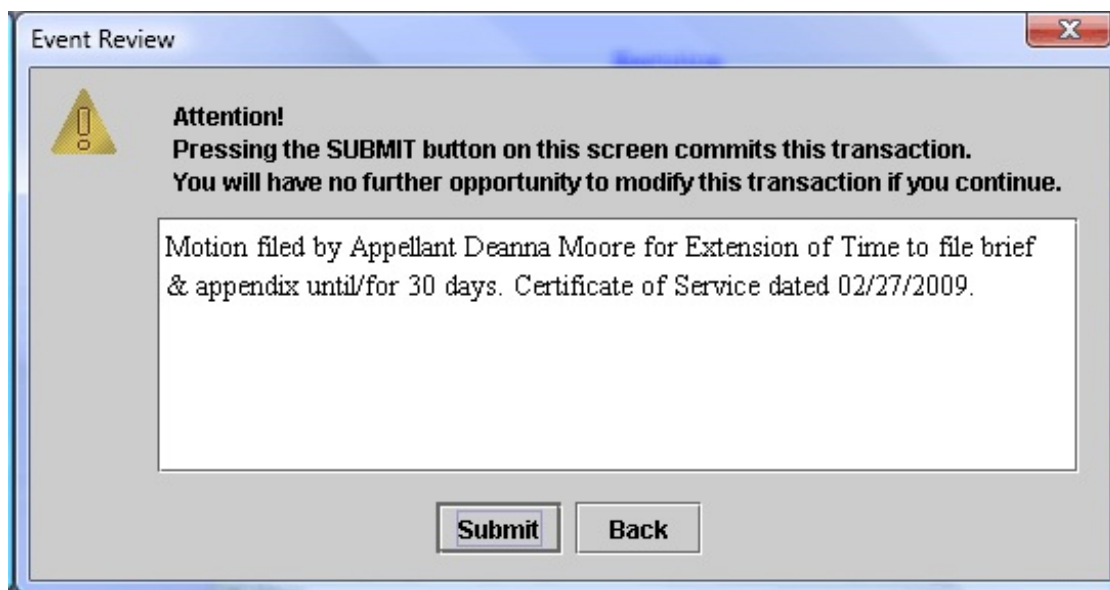
30 days

Continue Back Cancel

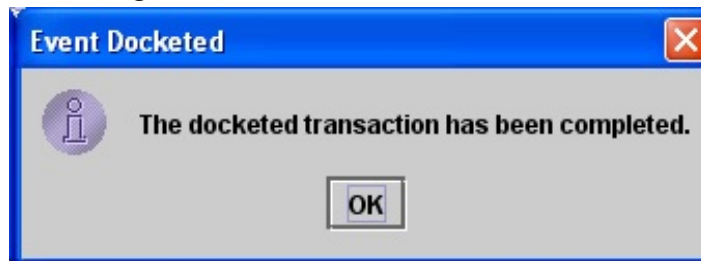
17. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the **Back** button or cancel (X) the filing and start over. Click the **Continue** button to move to the next screen if the text is correct.



18. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button or cancel (X) the filing and start over. If correct, select **Submit** to file the Motion for Extension of Time.



19. The transaction below confirms that the event has been docketed on our Court's docket sheet. Click **OK** to receive your NDA (see screen-shot on page 15). You should return to the CM/ECF File a Document Page.



How to file a Response

(Example - Response to Motion for Extension of Time)

1. Select the ***Motions, Responses & Replies*** Event Category from the box on the left-hand side and the Response event from the box on the right-hand.
2. All associated cases will appear in the ***Case Selection*** box. (i.e. cross appeals and related cases) If your document should be filed in the case numbers that appear in the ***Case Selection*** case selection box, please check the box for the associated case or click the “***All***” button.
3. Click ***Continue***.

The screenshot shows the 'Docketing Response' web application. The title bar indicates 'Docketing Response' with standard window controls. The navigation menu includes 'Docketing', 'Reports', 'Utilities', and 'Logout'. The main header displays 'Case 03-1020 Deanna Moore v. Comm Social Security'. The central heading is 'File a Document'. Below this, the 'Case' field is set to '03-1020' with a prompt to 'Enter case number as yy-nnnn (e.g., 05-2475)'. The 'Filed Date' is '06/05/2009'. There are two columns of radio button options for document categories. The left column includes 'Select a Category', 'Case Opening', 'Filings under Criminal Justice Act(C', 'Court Reporter Documents', 'Motions, Responses & Replies' (which is selected), 'Briefing Documents', 'Argument Notices & Acknowledgme', 'Rehearing Petitions', 'Bill of Costs & Objections', 'Sealed', 'Letters to the Court', and 'Withdraw Case or Document(s)'. The right column includes 'Counsel Motion (use for substitution or withdrawal of counsel ONLY)', 'Document (Exhibits, etc.)', 'In Forma Pauperis Motion', 'Letter to Join Filing', 'Memorandum in Support of COA', 'Motion for Leave to Proceed as Amicus.Intervenor', 'Motion to Enforce Appellate Waiver and/or for Summary Action', 'Motion to Withdraw Case Pursuant to F.R.A.P. 42(b)', 'Motion(s)', 'Reply to Response', 'Request for Oral Argument', 'Response' (which is selected), and 'Response to Rule 28(i) Letter'. Below these columns is a instruction: 'Check boxes for each additional case in which this document should be filed.' This is followed by a 'Case Selection' box containing a single entry: '03-1020 Deanna Moore v. Comm Social Security (Target Case)'. At the bottom left, it says 'Total: 0 Selected: 0'. At the bottom right, there are 'All' and 'Clear All' buttons. A 'Continue' button is centered at the very bottom.

Docketing Response
Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

File a Document

Case: 03-1020 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 06/05/2009

☐ Select a Category

☐ Case Opening

☐ Filings under Criminal Justice Act(C

☐ Court Reporter Documents

☒ Motions, Responses & Replies

☐ Briefing Documents

☐ Argument Notices & Acknowledgme

☐ Rehearing Petitions

☐ Bill of Costs & Objections

☐ Sealed

☐ Letters to the Court

☐ Withdraw Case or Document(s)

☐ Counsel Motion (use for substitution or withdrawal of counsel ONLY)

☐ Document (Exhibits, etc.)

☐ In Forma Pauperis Motion

☐ Letter to Join Filing

☐ Memorandum in Support of COA

☐ Motion for Leave to Proceed as Amicus.Intervenor

☐ Motion to Enforce Appellate Waiver and/or for Summary Action

☐ Motion to Withdraw Case Pursuant to F.R.A.P. 42(b)

☐ Motion(s)

☐ Reply to Response

☐ Request for Oral Argument

☒ Response

☐ Response to Rule 28(i) Letter

Check boxes for each additional case in which this document should be filed.

Case Selection

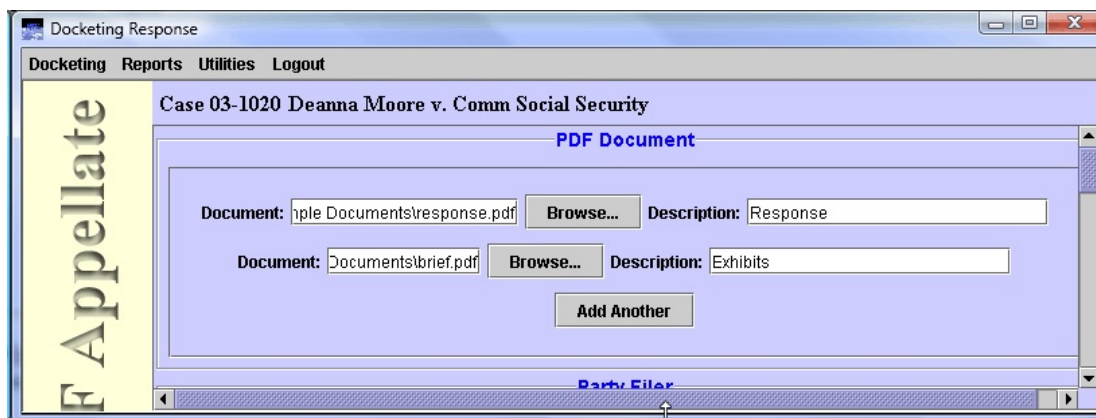
03-1020 Deanna Moore v. Comm Social Security (Target Case)

Total: 0 Selected: 0

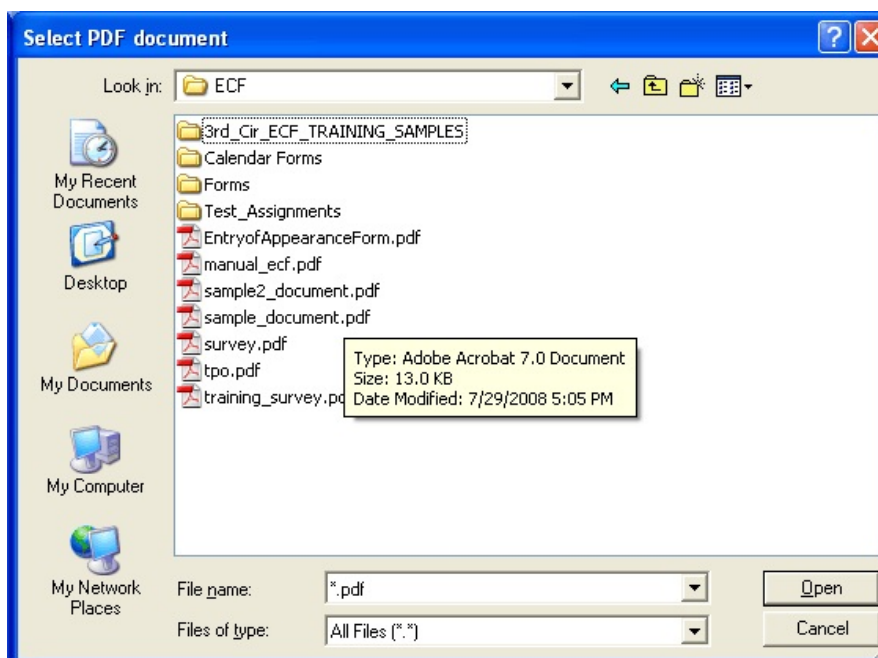
All Clear All

Continue

4. Attach your response by clicking on the **Browse** button.



5. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 3.5 MB. The maximum file size for all documents attached to an event is 15 MB.
6. Click **Open** to attach the document to the event. (See screen-shot on page 12)
7. If you wish to add another document, click **Add Another** and repeat directions at 4 & 5. You must also include a description for the additional document (e.g.: exhibits).



8. Select the Party(ies) filing the document.

Docketing Response

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

PDF Document

Document: hple Documentsresponse.pdf Browse... Description: Response

Document: Documentsbrief.pdf Browse... Description: Exhibits

Add Another

Party Filer

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Moore, Deanna	Appellant-Plaintiff	03-1020	Deanna Moore v. C...
<input checked="" type="checkbox"/> Comm Social Security	Appellee-Defendant	03-1020	Deanna Moore v. C...

Display All Parties All Cases Select All Clear All

Related Previous Entries

Doc.	Date Filed	Entry
------	------------	-------

9. At the ***Related Previous Entries*** section, please select the document to which you are responding, and click ***Add***. You can view the document by clicking the “doc” icon on the left.
10. If your filing is in response to more than one document, you should repeat directions at 9.
11. The document(s) that you are responding to will appear in the ***Selected Entries*** box.
12. Click ***Continue*** to navigate to the next screen.

Docketing Response
Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

☒ Comm Social Security Appellee-Defendant 03-1020 Deanna Moore v. C...

Display All Parties All Cases Select All Clear All

Related Previous Entries

Doc	Date Filed	Entry
	02/27/2009	Motion filed by Appellant Deanna Moore for Extension of Time to file brief & appendix until for 30 days. Certificate of Service dated
	02/27/2009	ENTRY OF APPEARANCE from John Doe, Esq. on behalf of Appellant(s) Deanna Moore.
	10/27/2008	Response filed by Appellee Comm Social Security to Motion for extension of time. Certificate of Service dated 08/26/2008

Add

Selected Entries

Date Filed	Entry	Cases
02/27/2009	Motion filed by Appellant Deanna Moore for Extension of Time to file brief &	03-1020

Up
Down
Remove
Clear All
Total: 1

Continue Back Cancel

8. Enter the Service Date for the filing. **N.B.** This date should be the same date on your certificate of service. Tip: “Right Click” in the **Service Date** field then click on **Select Date from Calendar** to generate a calendar from which you can choose the appropriate date.
9. In the box for **Additional Information**, please select if this is an **Amended**, **Corrected** or **Supplemental** document.
10. Click **Continue** to navigate to the next screen.

Docketing Response

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

Service

Service Date: 08/26/2008

PDF Document

Document: D:\ECF\sample_document.pdf Browse... Description: Response

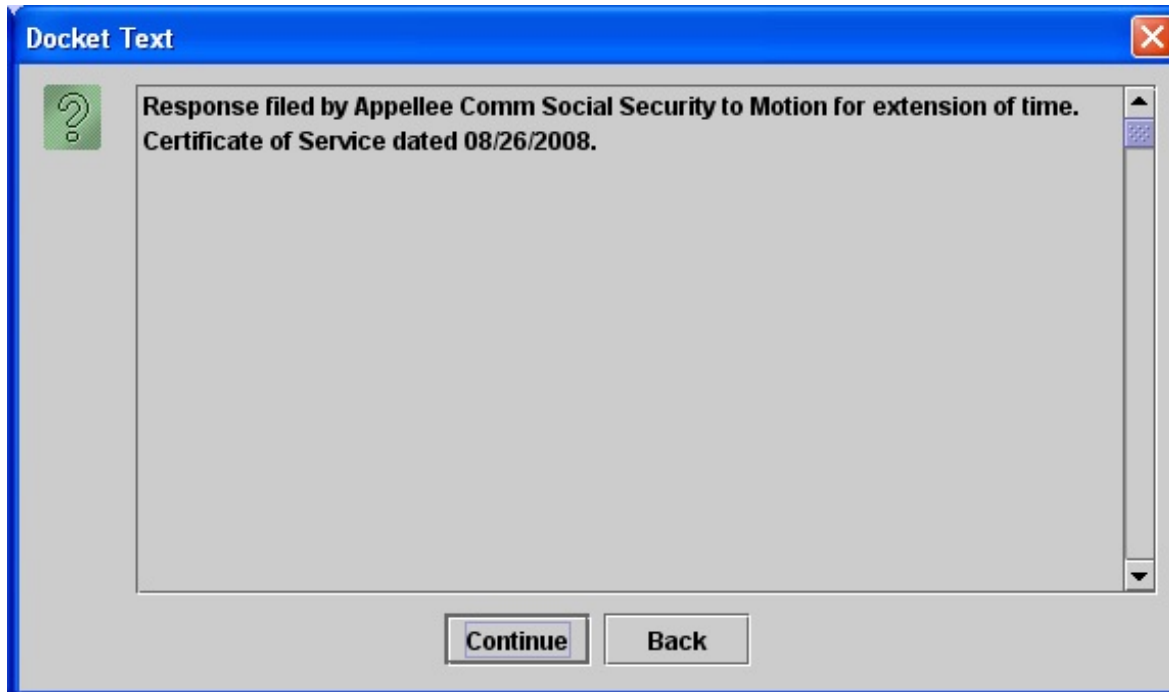
Add Another

Additional Information

Modifier

Continue Back Cancel

15. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the **Back** button or cancel (X) the filing and start over. Click the **Continue** button to move to the next screen.

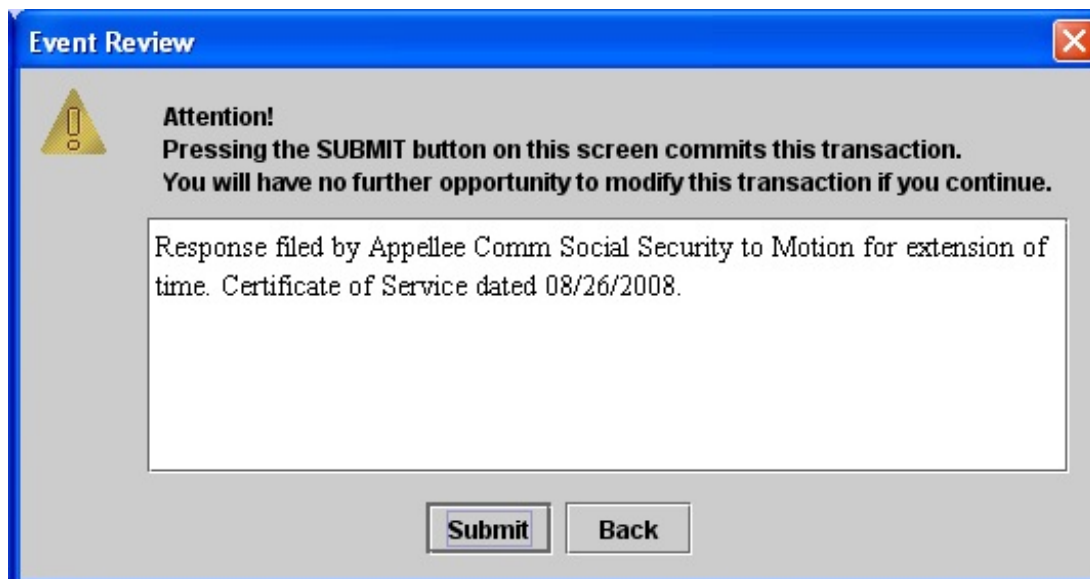


Docket Text

Response filed by Appellee Comm Social Security to Motion for extension of time. Certificate of Service dated 08/26/2008.

Continue **Back**

16. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button. If correct, select **Submit** to file the Motion for Extension of Time.



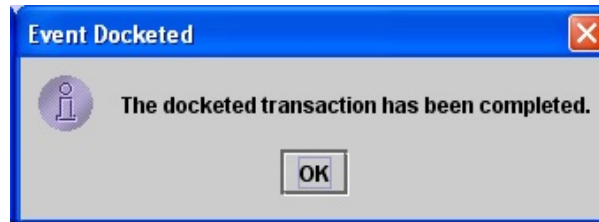
Event Review

Attention!
Pressing the SUBMIT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.

Response filed by Appellee Comm Social Security to Motion for extension of time. Certificate of Service dated 08/26/2008.

Submit **Back**

17. The pop-up below confirms that the event has been docketed on our Court's docket report. Click **OK** to receive your NDA (see screen-shot on page 15). You should return to the CM/ECF Main Page.



How to file a Motion which includes a Response

Example: (Motion to Dismiss and Response to Extension of Time)

N.B. Typically, these motions are styled “Response in opposition and Cross-Motion to ...”

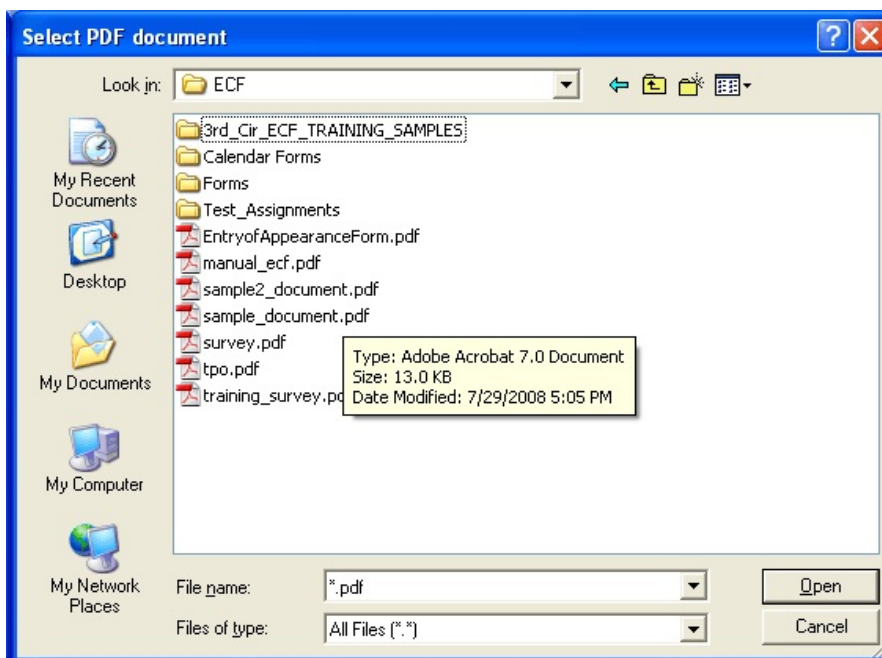
1. Select the *Motions, Responses & Replies* Event Category from the box on the left and the *Combination Motion(s) and Response(s)* event from the box on the right.
2. All associated cases will appear in the *Case Selection* box. (i.e. cross appeals and related cases) If your document should not be filed in the case numbers that appear in the *Case Selection* box, please check the box for the associated case or click the “*All*” button.
3. Click *Continue*.

The screenshot shows a web application window titled "Docketing Counsel Motion (use for substitution or withdrawal of counsel ONLY)". The interface has a sidebar on the left with a vertical label "CM/ECF Appellate". The main content area is titled "File a Document" and shows the case "Case 03-1020 Deanna Moore v. Comm Social Security". Below the case name, there is a "Case:" field with "03-1020" and a prompt "Enter case number as yy-nnnn (e.g., 05-2475)". The "Filed Date:" is "06/05/2009". There are two columns of radio button options. The left column lists categories: "Select a Category", "Case Opening", "Filings under Criminal Justice Act(C", "Court Reporter Documents", "Motions, Responses & Replies" (selected), "Briefing Documents", "Argument Notices & Acknowledgme", "Rehearing Petitions", "Bill of Costs & Objections", "Sealed", "Letters to the Court", and "Withdraw Case or Document(s)". The right column lists document types: "Combination Motion(s) and Response(s)", "Counsel Motion (use for substitution or withdrawal of counsel ONLY)" (selected), "Document (Exhibits, etc.)", "In Forma Pauperis Motion", "Letter to Join Filing", "Memorandum in Support of COA", "Motion for Leave to Proceed as Amicus/Intervenor", "Motion to Enforce Appellate Waiver and/or for Summary Action", "Motion to Withdraw Case Pursuant to F.R.A.P. 42(b)", "Motion(s)", "Reply to Response", and "Request for Oral Argument". Below these columns, a blue instruction reads "Check boxes for each additional case in which this document should be filed." Underneath is a "Case Selection" box containing a single entry: "03-1020 Deanna Moore v. Comm Social Security (Target Case)". At the bottom, there is a "Total: 0 Selected: 0" status, "All" and "Clear All" buttons, and a "Continue" button.

4. Attach your complete motion and response by clicking on the **Browse** button.



5. View all document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the filename and a box will appear with the file size or you can right click your mouse over the highlighted filename, select properties and view the file size. The maximum file size for a document is 3.5 MB. The maximum file size for all documents attached to an event is 15 MB.
6. Click **Open**, which attaches the document to the event.
7. If you wish to add another document click **Add Another** and repeat directions at 5 & 6. You must also include a description for the additional document. (Example of an additional document: Exhibits)



8. Select the Party filing the document.

Docketing Combination Motion(s) and Response(s)

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

PDF Document

Document: ample Documents\motion.pdf Browse... Description: ombination Motion(s) and Response(s)

Add Another

Party Filer

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Moore, Deanna	Appellant-Plaintiff	03-1020	Deanna Moore v. C...
<input checked="" type="checkbox"/>	Comm Social Security	Appellee-Defendant	03-1020	Deanna Moore v. C...

Display All Parties All Cases Select All Clear All

Relief

9. Choose the appropriate relief category and description from the drop-down menus. For this example the ***Dispositive Action*** category will be selected, and the relief description is ***Dismiss Case***. Click Apply.
10. Your selection will appear in the box below. If your filing includes an additional relief please repeat directions 4.
11. Click ***Continue*** when all appropriate reliefs have populated the last box.

CM/ECF Appellate

Docketing Combination Motion(s) and Response(s)

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

Party Filer

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Moore, Deanna	Appellant-Plaintiff	03-1020	Deanna Moore v. C...
<input checked="" type="checkbox"/>	Comm Social Security	Appellee-Defendant	03-1020	Deanna Moore v. C...

Display All Parties All Cases Select All Clear All

Relief

Category: (all reliefs) Description: Apply

Selected Reliefs

Entry	Cases
Dismiss/Quash Case	03-1020

Up Down Remove Clear All

Total: 1

Continue Back Cancel

12. Enter the Service Date for the filing. **N.B.** This date should be the same on your certificate of service.
13. At the ***Related Previous Entries*** section, please select the document to which you are responding, and click **Add**. You can view the document by clicking the “doc” icon on the left.
14. If your filing is in response is to more than one document, you should repeat directions at 8.
15. The document(s) that you are responding to will appear in the ***Selected Entries*** box.
16. Click **Continue** to navigate to the next screen.

Docketing Combination Motion(s) and Response(s)

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

Service

Service Date: 08/26/2008

Related Previous Entries

Please select motion/document this filing is responding to

Doc	Date Filed	Entry
	02/27/2009	Motion filed by Appellant Deanna Moore for Extension of Time to file brief & appendix until/for 30 days. Certificate of Service dated
	02/27/2009	ENTRY OF APPEARANCE from John Doe, Esq. on behalf of Appellant(s) Deanna Moore.
	10/27/2008	Response filed by Appellee Comm Social Security to Motion for extension of time. Certificate of Service dated 08/26/2008.

Add

Selected Entries

Date Filed	Entry	Cases
02/27/2009	Motion filed by Appellant Deanna Moore for Extension of Time to file brief &	03-1020

Up
Down
Remove
Clear All

Total: 1

Continue Back Cancel

17. In the Additional Information section, please select if this is an *Amended*, *Corrected* or *Supplemental* document.

Docketing Combination Motion(s) and Response(s)

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

CM/ECF Appellate

Additional Information

Modifier

Continue AMENDED Cancel

CORRECTED

SUPPLEMENTAL

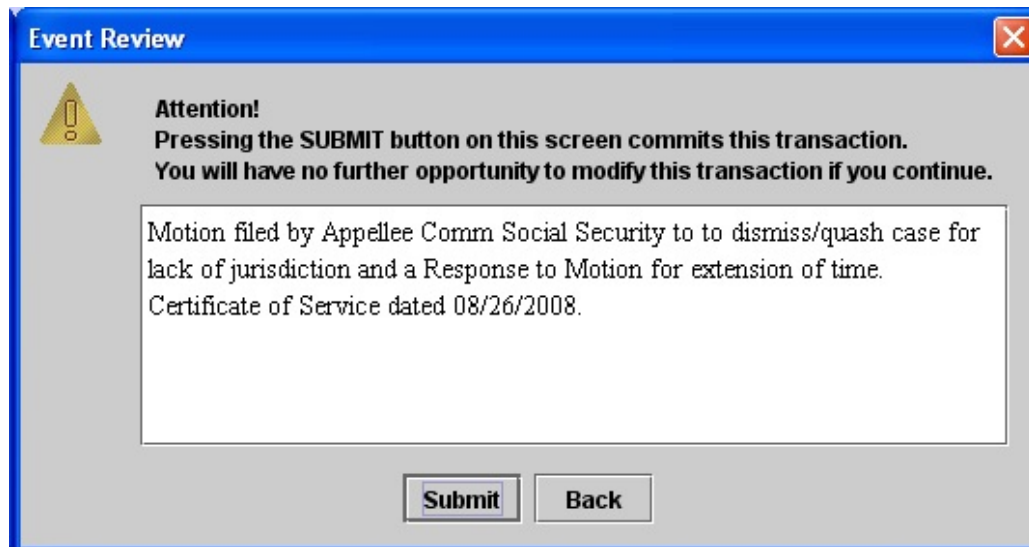
18. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the *Back* button or cancel (X) the filing and start over. Click the *Continue* button to move to the next screen.

Docket Text

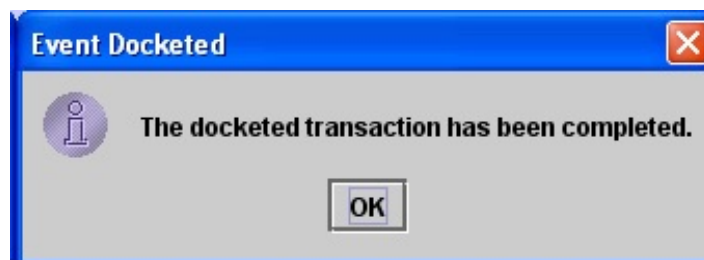
Motion filed by Appellee Comm Social Security to to dismiss/quash case for lack of jurisdiction and a Response to Motion for extension of time. Certificate of Service dated 08/26/2008.

Continue Back

19. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button. If correct, select **Submit** to file the Motion for Extension of Time.



20. The pop-up below confirms that the event has been docketed on our Court's docket sheet. Click **OK** to return to the CM/ECF Main Page.



How to File a Brief

1. Select the *Briefing Documents* category.
2. Select the appropriate subcategory (e.g. *Opening Brief*)
3. Click *Continue*.

The screenshot shows a web browser window titled "Docketing Opening Brief (excluding Amicus, Intervenor, Anders and Pro Se)". The browser's address bar shows "Docketing Reports Utilities Logout". The main content area is titled "File a Document" and displays the case "Case 03-1020 Deanna Moore v. Comm Social Security".

On the left side, there is a vertical yellow bar with the text "CM/ECF Appellate".

The main form area contains the following elements:

- Case:** 03-1020 (with a prompt "Enter case number as yy-nnnn (e.g., 05-2475)")
- Filed Date:** 06/05/2009
- Select a Category:** A list of radio buttons with "Briefing Documents" selected.
 - ☐ Select a Category
 - ☐ Case Opening
 - ☐ Filings under Criminal Justice Act(C
 - ☐ Court Reporter Documents
 - ☐ Motions, Responses & Replies
 - ☒ Briefing Documents
 - ☐ Argument Notices & Acknowledgme
 - ☐ Rehearing Petitions
 - ☐ Bill of Costs & Objections
 - ☐ Sealed
 - ☐ Letters to the Court
 - ☐ Withdraw Case or Document(s)
- Select a Subcategory:** A list of radio buttons with "Opening Brief (excluding Amicus, Intervenor, Anders and Pro Se)" selected.
 - ☐ Anders Motion (Anders v. California, 386 U.S. 738 (1967))
 - ☐ Criminal Appendix (ONLY Volume I)
 - ☐ Criminal Appendix (Subsequent Volumes)
 - ☐ Letter to Join Filing
 - ☐ Non-Criminal Appendix
 - ☒ Opening Brief (excluding Amicus, Intervenor, Anders and Pro Se)
 - ☐ PRO SE Brief
 - ☐ Reply Brief
 - ☐ Response Brief
 - ☐ SEALED Addendum
 - ☐ SEALED Amicus/Intervenor Brief
 - ☐ SEALED Anders Brief (Anders v. California, 386 U.S. 738 (1967))
- Check boxes for each additional case in which this document should be filed.**
 - ☒ 03-1020 Deanna Moore v. Comm Social Security (Target Case)
- Total: 0 Selected: 0**
- Buttons:** "All", "Clear All", and "Continue".

Some events are designed with informative pop-ups to help the filer decide if he/she has chosen the correct event.

Docketing Opening Brief (excluding Amicus, Intervenor, Anders and Pro Se)

Event Preconditions

Case(s):	Explanation:
All	Warning: This event should be used by an Attorney only when filing the Appellant/Petitioner Opening Brief and the Opening Brief in Cross-Appeals. <input checked="" type="checkbox"/> Continue

You must check Continue and OK for processing to continue for the case/s.

OK

If you wish to proceed with the selected event, you must first place a check mark in the *Continue* box. Then click *OK*.

(Proceed to next page for continuation of “How to File a Brief”)

Docketing Opening Brief (excluding Amicus, Intervenor, Anders and Pro Se)

Docketing Reports Utilities Logout

Case 03-5000 In Re: Insurance Company, et al

PDF Document

Document: N:\CM-ECF\Sample Doc.pdf Browse... Description: Amicus, Intervenor, Anders and Pro Se

Add Another

Party Filer

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Dodson Ins	Appellant-Plaintiff	03-5000	In Re: Insurance C...
<input checked="" type="checkbox"/>	Fidelity Deposit	Appellant-Plaintiff	03-5000	In Re: Insurance C...
<input checked="" type="checkbox"/>	Jackson Financial Grp	Appellant-Plaintiff	03-5000	In Re: Insurance C...
<input checked="" type="checkbox"/>	Partial Legal	Appellant-Plaintiff	03-5000	In Re: Insurance C...
<input checked="" type="checkbox"/>	Shapario & Jamerson	Appellant-Plaintiff	03-5000	In Re: Insurance C...

Display All Parties All Cases Select All Clear All

Additional Information

Modifier

Additional Information

Attachments?

with Volume I of appendix attached

Service

Service Date: 01/21/2009

☒ US Mail ☐ Fax

☒ Hand ☐ 3rd Party

☒ Email ☐ Clerk

Continue Back Cancel

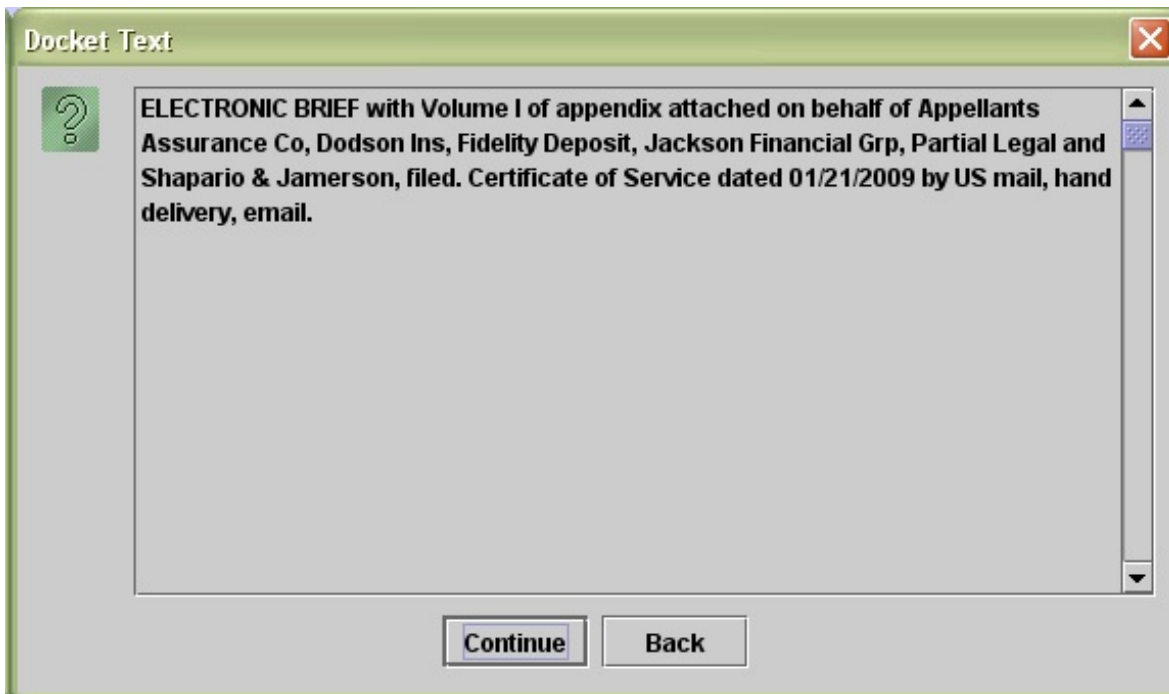
4. Choose the appropriate **Party Filer(s)** by checking the box at the left of the party's name.
5. Click **Browse...** to attach the brief (see pages 11 - 12).
 - a. The maximum file size for an individual PDF is 3.5 MB. If additional PDFs must be attached (e.g. Volume I of the Appendix), click **Add Another**.
6. Choose a **Modifier** and **Attachments?** if appropriate.
7. Choose the appropriate **Manner(s) of Service**.

8. Enter the appropriate ***Service Date***. (Tip – “Right Click” in the *Service Date* field then click on ***Select Date from Calendar*** to generate a calendar from which you can choose the appropriate date.)

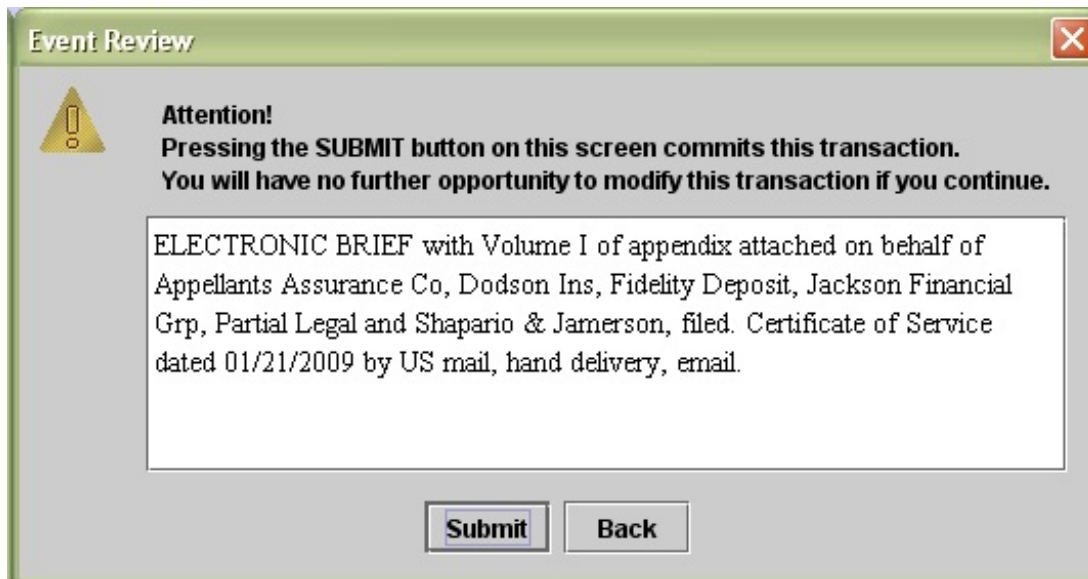


Click ***Continue***.

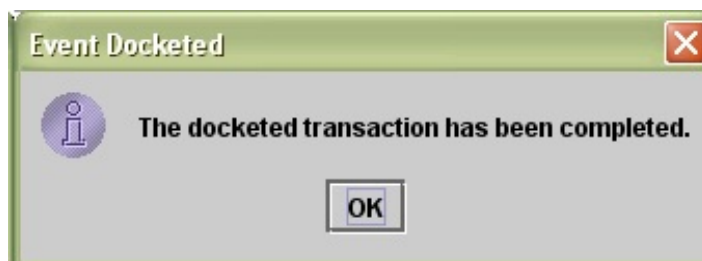
9. Like previous events, the *Docket Text* will appear:



The text cannot be edited. If the information is incorrect, use the ***Back*** button or cancel (X) the filing and start over. Click the ***Continue*** button to move to the next screen.



10. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button. If correct, select **Submit** to file the Brief.



Once this last pop-up has appeared, click **OK**.

Quality Control and Error Correction

Check for these common mistakes before submitting a transaction.

- ✓ Are you filing in the correct case?
- ✓ Have you chosen the correct event?
- ✓ If you are filing a motion, have you chosen the correct relief?
- ✓ Is your PDF document an acceptable file size?
- ✓ Is your PDF document complete and legible?
- ✓ Have you uploaded the correct PDF file(s)?
- ✓ Is the correct case caption, including appellate case number, on your document?
- ✓ Is a complete certificate of service included?

Error Correction - Public Filer

You can correct a mistake at any time before you submit a transaction to the docket.

- a. Use the ***BACK*** button at the bottom of the CM/ECF screen to change selections on previous screens.
- b. Use the ***CANCEL*** button to abort the event and start over.

If you discover an error **AFTER** an entry is submitted, please contact the Case Manager immediately. Only Court employees can make changes and corrections once the Notice of Docket Activity has been transmitted.

Error Correction - Clerk's Office

1. A case manager/briefing specialist will review your docket entry and edit if necessary.
2. A case manager/briefing specialist will review your filing and request that you correct the filing in the following situations:
 - a. The document is incomplete or illegible.
 - b. The wrong document was attached.
 - c. The filing was made in the wrong case.
 - d. The filing does not comply with the Court requirement(s).

How to view restricted documents if you are an attorney or pro se litigant involved in a case.

Access to certain documents in an Appellate CM/ECF may be restricted. When attempting to view documents in Social Security and Immigration cases or viewing a Criminal Appendix, the CM/ECF system will display a message indicating that you do not have permission to view this document. If you are an attorney or pro litigant in the case, you must login to CM/ECF with your ECF filing ID and run the PACER Report in order to view the documents. You must have an approved ECF filer account in a court and be an attorney in the case in order to view these documents. Please keep in mind that the size of the document may affect how quickly it opens. Also, **do not** have PACER open in a separate browser.

To obtain your “one free look” follow the instructions below:

1. When clicking on the document link from the NDA for the first time, the system will prompt you for your CM/ECF login/password. (If you login using the PACER account you will lose your free copy.)
2. You will get a pop-up, which indicates that this a restricted document. Click “OK” and you will be able to view the document. (If you use the link a second time, you will be charged standard PACER fees to view the document.)

To view a restricted document from the docket sheet, follow the instructions below:

1. Log into the Appellate CM/ECF.
2. From the toolbar select the Reports option and then PACER Report. You will be taken to the PACER website. Enter your PACER login and password.
3. Enter in the case number and view the docket sheet.
4. Click on the document that you wish to view and you will get a pop-up box that indicates that this a restricted document.
5. Click “OK” and you should be able to view the document.

Summary of Event Categories

Case Opening

All forms and notices filed by attorneys and pro se filers (not prisoners) in reference to the case opening letter issued by the Clerk's Office.

CJA

Forms which are filed under the Criminal Justice Act.

Court Reporter Documents

This section is exclusive to court reporter filings including motions, responses, show cause responses and parts 2 and 3 of the transcript purchase order form.

Motions, Responses and Replies

Includes standard motions and the options to respond and reply, with or without supporting documents.

Briefing Documents

Briefs (pro se and counseled) including other documents correlating to the briefing and scheduling order issued by the Court.

Argument Notices & Acknowledgment

Notices and acknowledgments regarding availability and participation for argument.

Rehearing Petitions & Answers

Includes a request for post-decision rehearing and filing of an addendum to a rehearing petition.

Bill of Costs & Objections

Includes costs and objections consistent with Fed. R. App. P. 39.

Sealed

Sealed documents including motions, briefs, letters and supporting memoranda.

Letters to the Court

Letters and supporting documents filed for the information of the court.

Withdraw Case or Document

Allows the opportunity to withdraw previously filed documents and withdraw a case pursuant to Fed. R.App. P. 42(b).

KEY: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

Case Opening

- Appearance Form
- Concise Summary of the Case
- Corporate Disclosure Form
- Docketing/Information Statement
- Party/Attorney Not Participating
- Transcript Purchase Order Form

CJA

- CJA Form 21 (Request for Expert Services)
- CJA Form 23 (Financial Affidavit)
- CJA Form 24 (Request for Authorization for Transcript)
- CJA Form 24 (Supplemental Certification at the direction of the Court)
- CJA Form 24 (Verification of Receipt of Transcript)
- CJA Form 31 (Request for Expert Services in Death Penalty Case)

Court Reporter Documents

- Court Reporter Motion
- Court Reporter Motion & Response
- Court Reporter Show Cause Response
- Court Reporter TPO Completed
- Court Reporter TPO Not Paid
- Court Reporter TPO Paid

Motions, Responses & Replies

- Addendum
- Anders Motion (Anders v. California, 386 U.S. 738 (1967))
- Combination Motion(s) and Response(s)
- Counsel Motion (use for substitution or withdrawal ONLY)
- Document (Exhibits, etc.)
- In Forma Pauperis Motion
- Letter to Join Filing
- Memorandum in Support of COA
- Motion for Leave to Proceed as Amicus/Intervenor
- Motion to Enforce Appellate Waiver and/or for Summary Action
- Motion to Dismiss Case Pursuant to F.R.A.P. 42(b)
- Motion(s)
- Reply to Response
- Request for Oral Argument
- Response

KEY: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

Response to Rule 28(j) Letter
SEALED Addendum
SEALED Anders Motion (Anders v. California, 386 U.S. 738 (1967))
SEALED Document (Exhibits, etc.)
SEALED Ex Parte Motion
SEALED Letter to Join Filing
SEALED Motion
SEALED Reply
SEALED Response
Show Cause Response

Briefing Documents

Addendum
Amicus/Intervenor Brief
Anders Brief (Anders v. California, 386 U.S. 738 (1967))
Anders Motion (Anders v. California, 386 U.S. 738 (1967))
Non-Criminal Appendix
Criminal Appendix (ONLY Volume 1)
Criminal Appendix (Subsequent Volumes)
Letter to Join Filing
Opening Brief (excluding Amicus, Intervener, Anders and Pro Se)
Pro Se Brief (use for Pro Se Reply Brief)
Reply Brief
Response Brief (or 2nd & 3rd Steps in Cross-Appeals)
SEALED Addendum
SEALED Amicus/Intervener Brief
SEALED Anders Brief (Anders v. California, 386 U.S. 738 (1967))
SEALED Anders Motion (Anders v. California, 386 U.S. 738 (1967))
SEALED Appendix
SEALED Letter to Join Filing
SEALED Opening Brief (excluding Amicus, Intervener, Anders and Pro Se)
SEALED Presentence Report
SEALED Pro Se Brief
SEALED Reply Brief
SEALED Response Brief
SEALED Statement of Reasons
SEALED Supplemental Brief
Supplemental Brief

KEY: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

Argument Notices & Acknowledgment

- Argument Acknowledgment
- Division of Time
- Request for Oral Argument
- Transcript Request of Oral Argument

Rehearing Petitions

- Addendum
- Letter to Join Filing
- Petition for Panel Rehearing Only
- Petition for Rehearing by Panel and the Court En Banc
- SEALED ADDENDUM
- SEALED Letter to Join Filing
- SEALED Petition for Panel Rehearing ONLY
- SEALED Petition for Rehearing by Panel and the Court En Banc

Bill of Costs & Objections

- Bill of Costs
- Objection to Bill of Costs
- Objection to Clerk's Ruling on Costs

Sealed

- SEALED Addendum
- SEALED Amicus/Intervener Brief
- SEALED Anders Brief (Anders v. California, 386 U.S. 738 (1967))
- SEALED Anders Motion (Anders v. California, 386 U.S. 738 (1967))
- SEALED Appendix
- SEALED Document (Exhibits, etc.)
- SEALED Ex Parte Motion
- SEALED Letter to Join Filing
- SEALED Motion
- SEALED Opening Brief (excluding Amicus, Intervener, Anders and Pro Se)
- SEALED Petition for Panel Rehearing ONLY
- SEALED Petition for Rehearing by Panel and the Court En Banc
- SEALED Presentence Report
- SEALED Pro Se Brief
- SEALED Reply
- SEALED Reply Brief
- SEALED Response
- SEALED Response Brief

KEY: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

SEALED Statement of Reasons
SEALED Supplemental Brief

Letters to the Court

Acknowledgment of Arguing Counsel
Certificate of Service
Division of Time for Oral Argument
Document (Exhibits, etc.)
Letter Pursuant to Rule 28(j)
Letter to Join Filing
Letter to the Court (Information Purposes Only)
Response to Rule 28(j) Letter
SEALED Letter to Join Filing
SEALED Document (Exhibits, etc.)
Status Report Filed
Suggestion of Bankruptcy
Verbal Extension of Time Confirmation

Withdraw of Case or Document(s)

Motion to Dismiss Case Pursuant to Fed. R. App. P. 42(b)
Withdrawal of Document(s)

Summary of Relief Categories

Attorney and/or Party - Allows the filer to select a relief referring to a party or attorney, such as a substitution of a party or appoint an attorney.

Bail and Release - The relief allows you to select the type of bail motion or release you are seeking.

Briefing - This section includes reliefs correlating to the filing of briefs and their supporting documents.

Certificate of Appealability - Allows the party to request or expand a certificate of appealability.

Consolidation - Use when a party wishes to combine briefs, cases or briefing and disposition of cases.

Dispositive Action - Contains reliefs that will dispose of the case in the Third Circuit.

Enforce Appellate Waiver - Used when requesting an enforcement of a waiver, summary action and/or to stay the briefing schedule.

Expedite - Use to file any type of expedited document (i.e. motion(s) and case(s)).

Extension - Use to request an extension of time for filing any document.

Fees - Allows you to request In Forma Pauperis, an extension of time to pay the fees or reimbursement of fees already paid.

Out of Time - Use to request a document to be filed out of time. (e.g. petition for rehearing)

Requesting Specific Action - Use this section for reliefs which are not in other relief categories listed, such as recusal of a judge or injunction. If you are unable to locate a relief in any other category, it could fall under this category.

Stay Request - Use to request a stay in our Court.

Stipulation of Dismissal - Use when filing a stipulation pursuant to Fed. R. App. P. 42(b).

Petition for Rehearing - Use to request a rehearing en banc and/or panel rehearing.

KEY: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

3rd Circuit Orders/Opinions

3rd Circuit Order/Opinion (use to reconsider, clarify, amend, vacate or review)

Attorney and/or Party

Appoint Attorney
Dismiss Party
Disqualify Opposing Counsel
Substitute Attorney
Substitute Party
Withdraw as Counsel

Bail and Release

Bail or Release

Briefing

Accept Noncompliant filing (Relief from LAR 22.5 and F.R.A.P. 32)
Adopt a Document
Amended Document
Extension of Time
File a Deferred Appendix
File a Response/Reply
File Pro Se Brief
Lodge Exhibits (including hyperlinks to audio/video - [See LAR 113.13](#))
Modify a Briefing Schedule (do not use for extension or out of time)
Out of Time
Relief from LAR 31.2
Proceed as Amicus/Intervener
Stay Request
To Supplement

Certificate of Appealability

Expand Certificate of Appealability
Request Certificate of Appealability

Consolidation

Consolidate (cases, briefing, briefing and disposition)

Dispositive Action

Dismiss Case for Lack of Jurisdiction
Dismiss Case for Untimely Filing
Dismiss/Quash Case

KEY:	 Event Category	 Event List	 Relief Category	 Relief List
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- Enforce Appellate Waiver
- Remand Case
- Summary Action
- Transfer Proceedings

Enforce Appellate Waiver

- Enforce Appellate Waiver
- Stay Request
- Summary Action

Expedite Request

- Expedite

Extension Request

- Extension of Time

Fees

- Extension of Time
- Proceed In Forma Pauperis
- Reimbursement of Appeal Fees

Out of Time

- Out of Time

Requesting Specific Action

- 3rd Circuit Order/Opinion (use to reconsider, clarify, amend, vacate or review)
- Accept Noncompliant filing (Relief from LAR 22.5 and Fed. R. App. P. 32)
- Amend Caption
- Amended Document
- Appoint a Special Master
- Argument Information (oral argument waiver, video conference or reschedule, additional time to argue)
- Award Costs
- Bond Pending Appeal
- Dismiss Partial Claim(s)
- Hearing En Banc (for initial hearing en banc)
- Injunction
- Judicial Notice
- Lodge Exhibits
- Mandate (recall or issue)
- Participate in Oral Argument
- Records
- Recuse a Judge

KEY:	 Event Category	 Event List	 Relief Category	 Relief List
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Refer a Case to Appellate Mediation Program

Relief from Electronic Filing Requirements

Relief from LAR 31.2

Reopen Case

Request Certification of State Law pursuant to Third Circuit LAR Misc. 110

Restraining Order

Sanctions (other than F.R.A.P. 38)

Sanctions for filing a frivolous

Seal Document or Case

To Compel

To Request an Interpreter

To Review

To Strike

To Supplement

Transcripts at Government's Expense

Unseal Case or Document

Visit Incarcerated Client

Stay Request

Stay Mandate

Stay Request

Stipulation of Dismissal

Dismiss Case Pursuant to F.R.A.P. 42(b)

You can receive help by sending an email to the ECF help desk at ecf_helpdesk@ca3.uscourts.gov or by contacting the ECF help desk during the hours of 9am - 4pm at 267-299-4970.